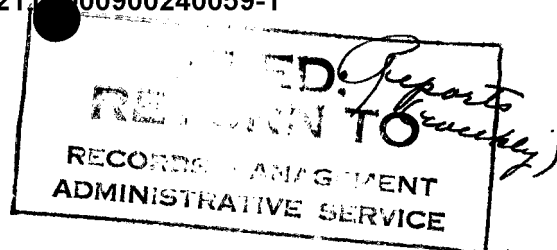


OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS



TO : Chief, General Services

FROM : Chief, Records Management & Distribution Branch

SUBJECT: **Weekly** Report of Operations for the period ending
25 March 1953

A. Personnel On Duty Vacancies In Process

Office of Chief		0	0	25X1
Rcds. Mgt. Section		5	7	
Rcds. Center Section		1	2	
Mail Control Section		0	22	
		6	31	

1. No. on leave three days or more:

Records Mgt. Section- 0

Mail Control Section- 2

Records Center Sec.- 0

2. No. on special detail out of office 2. How long?

Records Mgt. Section- 1

Records Center Section- 0

Mail Control Section- 1

3. Where: **One Records Analyst to Jackson Commission.**
One man in Transportation Division as full time courier.

4. No. pending resignation, transfer and/or reassignment:

Records Management Section- 1

Records Center - 1

Mail Control - 16

5. Specific cases on item 4 not in previous reports. -

6. New applicants interviewed 4. Recruited by Personnel 4.
Recruited by this office 0.

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B. Administration and Problems:

Records Management Section - Staff members are preparing the sections of the Regulations which concern this Branch.

Vital Materials: One and one half drawers of Vital Materials were transferred from the National Security Council to the Agency Repository. As a result of a meeting with Mr. Johnson, Records Officer for NSC, it was decided that deposits will be made on a quarterly basis in lieu of the previous yearly deposit schedule.

Received calls from the offices of ORR and OCD in regard to your memorandum of 18 March 1953, "Review of Vital Materials Program for Your Office." Records representatives of these offices have agreed to contact various divisions under their jurisdiction in order to review the method of depositing Vital Materials.

The Recordak Corporation will deliver two 16 mm. microfilm readers within the next week, for use in the Repository. There will be no charge for these two machines as this equipment is included in rental charge of two microfilm machines for which we have not in the past requested readers.

Mail Control Section - We have been informed unofficially that two International chassis have been delivered to the Bayertown Body Company and that delivery of the completed mail trucks will be made about 9 April.

NSC required the services of one courier for the entire week.

No delivery of material to the homes of the Director or Deputy Directors were made this week.

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	<u>This Week</u>	<u>Average Week 1st 6 Months</u>
1. Microfilming		
Images filmed-Rotary Camera	48,423	21,300
Flat-bed Camera	2,038	13,000
2. Records Center-(all figures in cubic feet)		
Records received for processing and storage	44	--
References to record material	185	220
Records material destroyed	0	--
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	975	549
Intelligence Reports	36	63
b. Supplemental Distribution:		
Information Reports	91	229
Intelligence Reports	480	160
Notices	10	54
Regulations	906	145
Others	4	14
c. Initial Distribution:		
Notices	2	3.8
Regulations	0	1.8
Others	1	.3
4. Mail Activities		
a. Post Office Mail		
Incoming	5,796	5,150
Outgoing	5,817	6,550
b. Postage expended	\$ 913.04	\$ 775.00
c. Scheduled Courier trips	239	230
d. Special Courier trips	108	33.4
e. Inter-agency mail by Courier		
Incoming	1,330	770
Outgoing	2,372	1,275
f. Personnel actions:		
Recruitments	0	-
Separations	0	-
g. Use of Motor Pool Vehicles		
Available	20	-
Available but delayed	4	-
Not Available	2	-

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